IPC - Organ. + Mgmt

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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Plans
Deputy Director for Science and Technology
Deputy Director for Support

SUBJECT   : Management Policy Governing Automatic
Data Processing

        1. There seemed to me to be a clear consensus at our
meeting of 20 August on automatic data processing that we need not
consider major organizational changes at this time as a solution to
our information handling problems. I gathered from views expressed
at the meeting that the continued existence of multiple ADP centers
may be necessary and perhaps even desirable.

        2. I share the view that a general reorganization is not in
order, certainly not at this time. I also share the notion expressed
at the meeting that it is desirable to keep as close a relationship as
possible between the analyst and the files and data sources with which
he works.

        3. If we are not to centralize management of all the Agency's
ADP activities, however, it seems to me especially important for all
supervisors and ADP managers to coordinate fully at the Executive
Director-Comptroller level all ADP plans and programs which are of
interest to other Agency components or which may affect over-all
Agency management. The means for accomplishing this already exist
in the Information Processing Coordinator mechanism under the
Executive Director-Comptroller, and I gathered from the meeting
that this machinery could stand strengthening. An instruction to this
end will be issued shortly.

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4. The IPC group should undertake, it seems to me, not only to exchange information about Directorate plans and programs, but also to isolate, define, and propose solutions to problems of mutual or joint concern which may arise in the information processing field. One such problem, for instance, is the question of training adequate numbers of people in the use of ADP equipment and of assuring attractive career opportunities for them. There are also managerial, functional, financial, and space problems, as well as problems of adjustment to new technology, problems involving the optimum use of equipment, problems of time-sharing, security, and so forth. I want problems of this sort fully discussed through the IPC mechanism, and I will expect that Colonel White will be kept fully informed by this group of all significant ADP management plans, problems, and activities.

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Richard Helms
Director

cc: D/DCI/NIPE

Distribution:
Orig & 3 - Addressees
     1 - cc as above
     1 - DDCI
     1 - ExDir
     1 - ER
     1 - PPB Subj (IPS)
     1 - PPB Reading
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     1 - IPS Chrono

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"INSTRUCTION"

The following general principles should guide the Directorates and the Information Processing Coordinators in assisting the ExDir to strengthen the coordination and management guidance of information processing activities within the Agency:

1. Proposals for new or amended projects, contracts, or other actions related to automatic data processing costing $200,000 or more over any three-year period -- whether or not contained in previous program or budget plans -- are to be submitted through the Information Processing Staff (IP Staff), O/PPB to the ExDir for approval.

> Such proposal should include the Agency
>
> objective served, function to be performed,
>
> organizations involved, reasons the recommended
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> action is deemed necessary, possible alternatives,
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> compatibility considerations, costs and relevant
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> schedules.

2. Proposals to acquire any computer (Central Processing Unit) by rent or purchase, irrespective of dollar level and whether

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or not included in previous plans, are to be submitted through the
IP Staff to the ExDir for approval.

Such proposal should include the Agency objective
served, functions to be supported or performed
by the computer, reasons for selecting the particular
machine recommended, feasible alternatives,
organizations involved, compatibility considerations,
costs and relevant schedules.

3. The ExDir should be informed of other matters of common
concern or especial significance relating to CIA's information processing
activities. At his discretion, the ExDir may request that certain of
these matters be submitted for his approval.

Matters concerning information processing of interest
to the ExDir include, for example, training, career
development, security provisions -- including secure
communications for computer-processed data,
organizational impacts, space requirements, liaison
proposals or agreements, and major operational and
technical developments.

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4. The Information Processing Coordinators (IPC) Group should undertake not only to exchange information about Directorate plans and programs but also to identify, analyze, and propose solutions to problems of mutual concern which may arise in our information processing activities. Staff support to the IPC Group will be provided by the CIA Information Processing Staff. Specialists from other components of the Agency will be called upon as necessary to assist the IPC group in carrying out its responsibilities.

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	IP Coordinator/DD/S Rm. 710, Mag.	27 AUG 1969	
2			
3			
4			
5			
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ACTION		DIRECT REPLY		PREPARE REPLY	
APPROVAL		DISPATCH		RECOMMENDATION	
COMMENT		FILE		RETURN	
CONCURRENCE		INFORMATION		SIGNATURE	

Remarks:

    Attached is a draft memo to the DDs for DCI's signature which Colonel White (with minor modifications) proposes to try out on the Dir.
    Attached also is a draft "instruction" alluded to in the memo and on which I promised to consult with you before we moved forward with it. Please add, subtract, revise, rewrite, or approve as you see fit and return to me in the next few days.

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.	DATE
C/IPS/O/PPB, 6 E 08 6194	26 Aug 69

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